



# San Miguel County, Colorado

## JOB DESCRIPTION

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>R &amp; B District Supervisor</b>
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**Department:** Road & Bridge

**Pay Grade:** 38

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

Maintains supervisory and operational control over an assigned District including the maintenance and repair of roads; plans, organizes, coordinates, and directs the personnel and equipment of the District to perform work assignments.

**Supervision Received:** Receives direct supervision from the Road and Bridge Director.

**Supervision Exercised:** Exercises supervision over Equipment Operator and Mechanic positions.

### **ESSENTIAL JOB FUNCTIONS**

- Inspects County roads and bridges to insure safety, proper repair, and maintenance priorities; determines priorities based on results of road inspections and requests from the public.
- Supervises work projects and assignments directly and through subordinate crew leaders; assigns work priorities to crews and/or individuals; assigns and/or approves procedures and work methods.
- Maintains responsibility for supervision of personnel matters of employees assigned to the District; assists superintendent with interviews and selection of employees; insures proper training of employees; evaluates employees' work performance and counsels employees as required; determines disciplinary actions as required; meets with employees to establish and maintain channels of communication.
- Deals with the public and responds to requests and/or complaints on matters regarding roads in the District.
- Maintains inventory of materials and equipment; determines need for equipment to complete operations and coordinates needs with other districts; purchases minor

supplies and places orders for larger items through the Road and Bridge Superintendent; maintains records of matters related to personnel and equipment.

- Plans, coordinates, and directs the operations of District roads.
- Orally communicates clearly and concisely and gives instructions and directions.
- Performs the duties of a Road and Bridge Equipment Operator as required.
- Performs other related duties as required and assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

High school diploma or equivalent, three (3) years of experience in road construction or a directly related field including the operation of heavy equipment in road construction and at least one (1) year must be in a supervisory or crew leader capacity or any equivalent combination of education and experience.

### **Licenses or Certifications:**

Must possess or be able to attain a valid Commercial Class A Driver's License.

### **Special Requirements:**

Certifications in CPR, First Aid, flagging, signage, and MSHA.

### **Knowledge, Skills and Abilities:**

- Knowledge of equipment, construction, and maintenance methods and materials related to the County road system.
- Ability to supervise both directly and thorough subordinate crew leaders effectively.
- Ability to operate highway related heavy equipment as required.
- Ability to establish and maintain effective working relationships with others including superiors, subordinates, and the general public.
- Ability to understand verbal information and instruction.
- Ability to exchange information with others and to develop and present recommendations.
- Ability to read, understand, and compose written information and instructions.
- Ability to translate communication methods into various levels of effective oral and written material.
- Ability to use mathematical reasoning to carry out office management responsibilities.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.
- Ability to speak one or more foreign language is helpful, particularly Spanish.

## **PHYSICAL DEMANDS**

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires balancing, climbing, walking, mental acuity including the ability to

make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word and have close visual acuity.

### **WORK ENVIRONMENT**

Work is performed in an environment with crisis situations that require making major decisions involving people, resources, and property.

*San Miguel County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.*

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date

**E.O.E.** *San Miguel County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*